

Reference

Other:

Name (Print)

Signature

Date _____

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be from a notebook or a standard ruled sheet of paper. There is no handwriting or other markings on the page.

(Unauthorized disclosure of the attached information is punishable by not more than \$1,000.)

SECURITY SYSTEM FOR CONFIDENTIAL INFORMATION

In accordance with Chapter 342 of the Hawaii Revised Statutes, reports submitted to the Department on discharges of waste shall be made available for inspection by the public during office hours unless such reports contain information of a confidential nature concerning secret processes or methods of manufacture. In view of the foregoing, the following procedures shall be instituted for all information determined to be of a confidential nature.

A. Designation of Program Employees as Custodians of Confidential Information

The Chief of the Environmental Protection and Health Services Division will designate those persons who will be responsible for the receipt, review, handling and control of all confidential information submitted by a person, group or organization in their efforts to comply with the environmental health regulations of the Department. One employee will specifically be designated as the primary custodian for a program or group of programs and will release confidential information only to those employees of the Department acting within his official duties and within the scope and course of his employment. Alternate custodian(s) will also be specifically designated to act in the absence of the primary custodian.

B. Receipt and Handling

All confidential information received by the Division shall be promptly transmitted to the custodian. Upon verification of the confidential information, the custodian shall remove the confidential information from any other accompanying document. The custodian shall assume that adequate accounting or references of the confidential information are instituted. For example, in the case of any applications received, the application identification number should be affixed to the confidential information and references of such confidential information should be indicated in the application. All confidential information shall be stamped as "Confidential Information."

The custodian shall also attach or staple a cover record sheet to the confidential information. A copy of the cover record sheet to be utilized is attached.

The custodian may then disseminate the confidential information to the appropriate employees for official action or store them in the manner presented below until they are needed.

C. Storage

Confidential information shall be stored in a locked combination-lock file during non-working hours and/or when not in use. Access to the files shall be restricted to the primary and alternate custodian(s) who has been authorized as provided in Paragraph A.